

Facts Sheet for the December 2003 Release of the Integrated Travel Manager v8.1 Software

The following fixes apply to all users of ITM8.1:

Travel Manager Default Forms

- **The printing of the Travel Authorization form has been modified as follows:**
 - The requesting and approving official block always appears and prints at the bottom of the first page.
 - The accounting code(s) will appear either on the first page, the top of the second page, or both depending on the length of the itinerary on the travel authorization.
- **The printing of the Travel Voucher form has been modified as follows:**
 - The approving official block always appears and prints at the bottom of the first page.
 - The accounting code(s) will appear either on the first page, the top of the second page, or both depending on the length of the itinerary, the number of tickets, i.e., airline tickets, transaction fees, and the number of accounting codes on the travel voucher.
 - Trip Information in Block 2, i.e., From, To, TA Number, TA Date, Trip Purpose, and Trip Type, now prints on one line.

Itinerary

- **Begin Travel and/or End Travel Dates:** When updating Begin Travel and/or End Travel trip dates, if expenses exist on the travel document that fall outside the range of the new Begin Travel and End Travel trip dates, users will be prompted with only one message when leaving the itinerary window stating that the expense dates have been updated. This functionality exists on travel authorizations and travel vouchers.

Adjusting Travel Authorizations

- A travel authorization that has been previously stamped “SIGNED” will now open in “adjust” mode and will prompt the user with “Have you made any adjustments?” upon closing, saving, or electronically stamping the document.

Travel Vouchers

- **File>Save As:** When saving a travel voucher to a new file name, the system will now delete all document history and leave the voucher in a created status.

The following fixes apply only to the Functional Experts at the ASC's:

Reset Complete Documents

- The performance in the Reset Complete Documents window has been improved and now opens without a long delay.

Amendments

- For a user with access of “All”, the performance has been improved when creating an amendment to an authorization. The Create Amendment window now opens without a long delay.